

## DEPARTMENT OF THE TREASURY

BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

## INVENTORY - EXPORT WAREHOUSE PROPRIETOR

(Prepare in Duplicate)

FOR USE OF ATF

AUDITED BY

DATE OF AUDIT

## INSTRUCTIONS

WHEN REQUIRED - Each export warehouse proprietor is required by regulation (27 CFR Part 290) to make a true and accurate inventory at the time of commencing business, at the time of concluding business, and at other times when required by an ATF officer. Such inventories shall be made and the date entered in item 5 of this form as the DATE OF INVENTORY as follows:

1. COMMENCING INVENTORY - To be made as of the beginning of business on the date of commencing business, including requalification (but not merely the amendment of a permit), including the reopening of the business upon change from one region to another, and including the commencing of business upon transfer of ownership. The effective date of the permit is shown thereon shall be the DATE OF INVENTORY.

2. CONCLUDING INVENTORY - To be made as of the close of business on the date the business is concluded, including transfer of ownership, and including a change of location to another region. If a fiduciary takes over the business for liquidation and files a statement and extension of coverage of the proprietor's bond, as provided by regulations, no concluding inventory is necessary until the fiduciary liquidates the business. The DATE OF INVENTORY will be the date the permit is surrendered, or in the case of transfer of ownership the date preceding the commencing inventory of the successor.

3. SPECIAL INVENTORY - To be made whenever required by any ATF officer. If an inventory is made as of the beginning of business on any day, that date shall be entered as the DATE OF INVENTORY. If the inventory is made as of the close of business on any day, it will be considered as made at the beginning of business of the next calendar day, and that date shall be entered as the DATE OF INVENTORY.

ITEMS TO BE INCLUDED - Regulations (27 CFR Part 290) require that inventories include all cigars, cigarettes, chewing tobacco, snuff, pipe tobacco, cigarette papers, and cigarette tubes required to be accounted for in the records. This includes all cigars, cigarettes, chewing tobacco, snuff, pipe tobacco, cigarette papers and cigarette tubes in the warehouse and stored outside the warehouse where the Regional Director (Compliance) has authorized such storage.

PREPARATION AND DISPOSITION - The inventory shall be prepared by the proprietor in duplicate, the original submitted to the Regional Director (Compliance) (or to an ATF officer), the duplicate retained by the proprietor.

VERIFICATION BY ATF OFFICER - The officer's certificate will be executed only if an ATF officer or the Regional Director (Compliance) require verification.

1. NAME OF PROPRIETOR

2. ADDRESS OF WAREHOUSE (Number, Street, City, State, ZIP Code)

3. PERMIT NUMBER

EW -

TYPE OF INVENTORY (Check applicable box)

☐ COMMENCING☐ CONCLUDING☐ SPECIAL

5. DATE OF INVENTORY

## 6. ARTICLES IN INVENTORY

ARTICLE	NUMBER	ARTICLE	POUNDS AND OUNCES	ARTICLE	NUMBER OF PAPERS IN EACH BOOK OR SET	NUMBER OF BOOKS OR SETS
a. SMALL CIGARETTES		f. CHEWING TOBACCO		BOOKS OR SETS OF MORE THAN 25 CIGARETTE PAPERS EACH		
b. LARGE CIGARETTES		g. SNUFF				
c. SMALL CIGARS		h. PIPE TOBACCO				
d. LARGE CIGARS						
e. CIGARETTE TUBES						

Under the penalties of perjury, I declare that this inventory includes all cigars, cigarettes, chewing tobacco, snuff, pipe tobacco, cigarette papers, and cigarette tubes required to be accounted for and is, to the best of my knowledge and belief, true and accurate.

7. SIGNATURE

8. DATE

9. TITLE OR STATUS (State whether individual owner, member of firm, or if officer of corporation give title)

TO BE EXECUTED ONLY WHEN INVENTORY IS VERIFIED BY ATF OFFICER. I have examined the cigars, cigarettes, chewing tobacco, snuff, pipe tobacco, cigarette tubes reported in this inventory, and I am satisfied the inventory is accurate.

10. SIGNATURE OF ATF OFFICER

11. TITLE

12. DATE

## **PAPERWORK REDUCTION ACT NOTICE**

PAPERWORK REDUCTION ACT NOTICE — This request is in accordance with the Paperwork Reduction Act of 1980. The purpose of this information collection is to establish a basis for verification of tax liability. This form is subject to ATF inspection. Completion of this form is mandatory (26 USC 5721, 5741).

The estimated average burden associated with this collection of information is 5 hours per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Information Programs Branch, Room 7011, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue NW, Washington, DC 20226 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503, ATTN: Desk Officer for U.S. Department of the Treasury.